

11 January 1954

MEMO FOR: DD/A

FROM : DD/I

SUBJECT: Requirements for Implementing Responsibilities Under NSC-169.

1. Attached for your review and approval are two Staff Studies prepared by OCD and OSI at my request setting forth in detail their additional T/O, ceiling and fund requirements for carrying out their responsibilities under NSC-169.

2. You will recall that an understanding was reached with you and the Director prior to the action of the National Security Council on 22 October 1954, that necessary funds and ceiling positions would have to be made available to the DD/I area to meet the proposed additional work load.

3. Based on a detailed study, it is estimated that a total of 32 additional ceiling positions (OCD - 20; OSI - 12) will be required to carry out the responsibilities of NSC-169 for the remainder of the current fiscal year. In addition, provision should be made for a maximum of 30 additional ceiling positions for the next fiscal year. The actual requirement for fiscal year 1955 will be dependent upon the extent of the increased flow of monitoring information received by OCD as a result of the expansion of the monitoring activities contemplated in the NSC action.

4. It is estimated that approximately \$38,000 will be required to discharge of the subject responsibilities during the remainder of the current fiscal year. I am directing that OSI and OCD make every effort to absorb these additional costs within their present allocations with understanding that if this is not found feasible, appropriate adjustments will be made later within the DD/I total allocation. However, because of the amount of additional funds that will be required to place the activities on a full year basis, and to expand the pilot operation in the next fiscal year, it will not be possible to absorb the additional costs in fiscal year 1955 within the present level of DD/I expenditures.

5. Provision has been made in the space plan for Barton Hall for the additional space requirements reflected in the Staff Studies. In order that the establishment of the Central File by OCD and the carrying out of the specific responsibilities placed upon OSI can be expedited it will be appreciated if the proposed T/O and ceiling revisions can be affected at the earliest possible date.

*Robert Amory, Jr.*  
Robert Amory, Jr.  
Deputy Director (Intelligence)

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31 December 1953

MEMORANDUM FOR: Deputy Director (Administration)

THRU: Deputy Director (Intelligence)

SUBJECT: Central File on [REDACTED]

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D. The objective for FY 1955 is to process the increased flow of monitoring information which will result from the expansion of monitoring activities contemplated in NSC Action No. 169. (See Tab D)

III. DISCUSSION:

A. General Plan of Operation

1. The Special Register, OCD, will undertake the following general plan of operation to develop and maintain the central file:

a. Information reports from many and varied sources will be routed to the Special Register.

b. Raw data will be assembled in a holding file until sufficient material has accumulated to warrant correlation and analysis by the Register's analysts.

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c. The analysis of the reports will consist of correlating and evaluating the information in accordance with the various Government requirements.

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d. A tabulating master file card will be prepared for each [REDACTED]

e. In addition to a tabulating card file, two other major files will be maintained: the "interim file" for unevaluated data, and the "master file" for supporting data.

f. Requests for information will be fulfilled by organized machine listings, or reports by analysts.

B. Volume of Material to be Processed

It is estimated that about 4,000 reports each month represent the data which is now available on [REDACTED] particulars. Under the expanded interest in the program anticipated in NSC Action No. 169, it is estimated that the amount of material produced from monitoring activities in agencies such as the Federal Communications Commission will quadruple (16,000 unevaluated reports monthly).

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C. Financial Requirements - FY 1954

A total of \$30,000 is necessary in FY 1954 consisting of \$27,500 for Personal Services, and \$2,500 for other expenses.

If immediate recruiting action is authorized, the Pilot Operation should get underway during the 3rd quarter of FY 1954. This initial phase of the program will require the services of 20 people (8 analysts, 4 clerks, 6 machine planners and operators, a branch chief, and secretary). The plan of work and detailed financial requirements are attached as Tab C.

D. Financial Requirements - FY 1955

A total of \$115,093 is necessary in FY 1955 to continue the Pilot Operation on a full-year basis; \$100,812 of the total are for Personal Services, \$14,281, for Other Expenses.

If the full-scale operation is undertaken, total funds in the amount of \$236,391 will be required in FY 1955; \$180,831 for Personal Services, \$55,560 for Other Expenses. Plan of work and detailed financial requirements are included in Tab D.

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**E. Space Requirements**

The Pilot Operation will require 2,100 sq. ft. of space not later than March 1954. 400 additional sq. ft. will be needed by December 1955 to accommodate the growth of the master file. The Office of the DD/I has indicated that space for the Pilot Operation can be made available in Barton Hall.

If the full-scale operation is undertaken, total space requirements in FY 1955 will be 5,600 sq. ft.

**IV. CONCLUSION:**

25X1X4 The establishment of a central file on [REDACTED] places requirements on OCD which were not anticipated in previous budget estimates. Administrative action is necessary to provide the personnel, funds, and space needed to develop and maintain this new activity.

**V. RECOMMENDATIONS:****For FY 1954:**

1. That the T/O proposed for the new Barton Branch be approved as outlined in Tab C.
2. That OCD's personnel ceiling be increased by 20 to permit early recruiting and employment action.
3. That additional funds in the amount of \$30,000 be allotted to the Special Register for the 3rd and 4th quarters of FY 1954.

**For FY 1955:**

4. That supplemental funds in the amount of \$236,391 be added to OCD's allotment in FY 1955.
5. That the T/O proposed in Tab D for the full-scale operation be approved for use in FY 1955, and that OCD's ceiling be raised accordingly.
6. That 3,100 additional sq. ft. of space be made available to accommodate the full-scale operation.

[REDACTED]  
JAMES M. ANDREWS  
Assistant Director  
Collection and Dissemination

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ANNEXES: Tab A, B, C, D

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**C. PROPOSED T/O - FY 1954**

**OFFICE OF CHIEF**

1 Intelligence Officer	GS-13
1 Secretary-Typing	GS- 5

**ANALYSIS SECTION**

4 Intelligence Officers	GS-12
4 Intelligence Officers	GS-11

**FILES SECTION**

1 File Supervisor	GS- 7
1 Clerk	GS- 5
2 File Clerks	GS- 4

**MACHINE SECTION**

1 Tab. Project Planner	GS-11
1 Tab. Project Planner	GS- 9
1 Tab. Equipment Operator	GS- 5
1 Card Punch Supervisor	GS- 5
2 Card Punch Operators	GS- 4

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**MACHINE SECTION**

1 Tab. Operation Equipment Supervisor	GS-12
1 Tab. Project Planner	GS-11
1 Tab. Project Planner	GS-9
3 Tab. Equipment Operators	GS-5
1 Card Punch Operator Sup.	GS-5
3 Card Punch Operators	GS-4
1 Clerk	GS-4

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PROPOSED STAFFING PATTERN FOR THE BARTON BRANCH, SPECIAL REGISTER DIVISION, OCD

(OCD RECOMMENDATION)

PROPOSED T/O - FY 1954

OFFICE OF CHIEF

1 Intelligence Officer	GS-13
1 Secretary-Typing	GS- 5

ANALYSIS SECTION

4 Intelligence Officers	GS-12
4 Intelligence Officers	GS-11

FILES SECTION

1 File Supervisor	GS- 7
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MACHINE SECTION

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Robert Amory, Jr.  
Deputy Director (Intelligence)

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